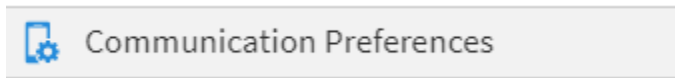


## Tip Sheet – How to set Communication Preferences in MyChart

If you have a MyChart account, you can set communication preferences to tell the system how you would like to be notified of new messages, appointments, test results and more. Choose if you would prefer to receive notifications by email or text message, and in some cases, how frequently you receive those notifications. To set your communication preferences, follow the steps below. You can also ask a front desk staff member to help you set your communication preferences, if you need assistance.

### Try It Out

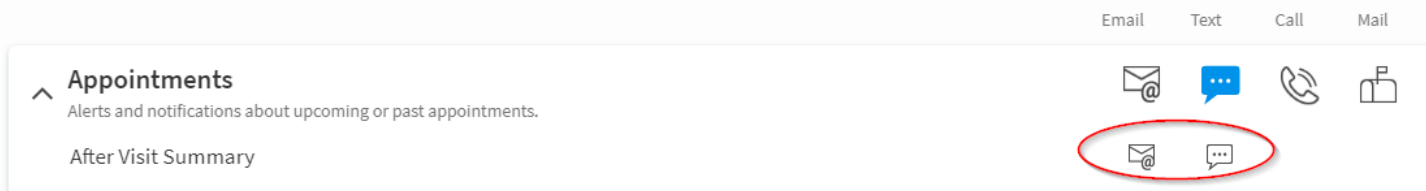
1. Log in to your MyChart Account.



2. In **Your Menu**, select
3. Select how you would like to receive notifications, by clicking on the email or text icons.

### Communication Preferences

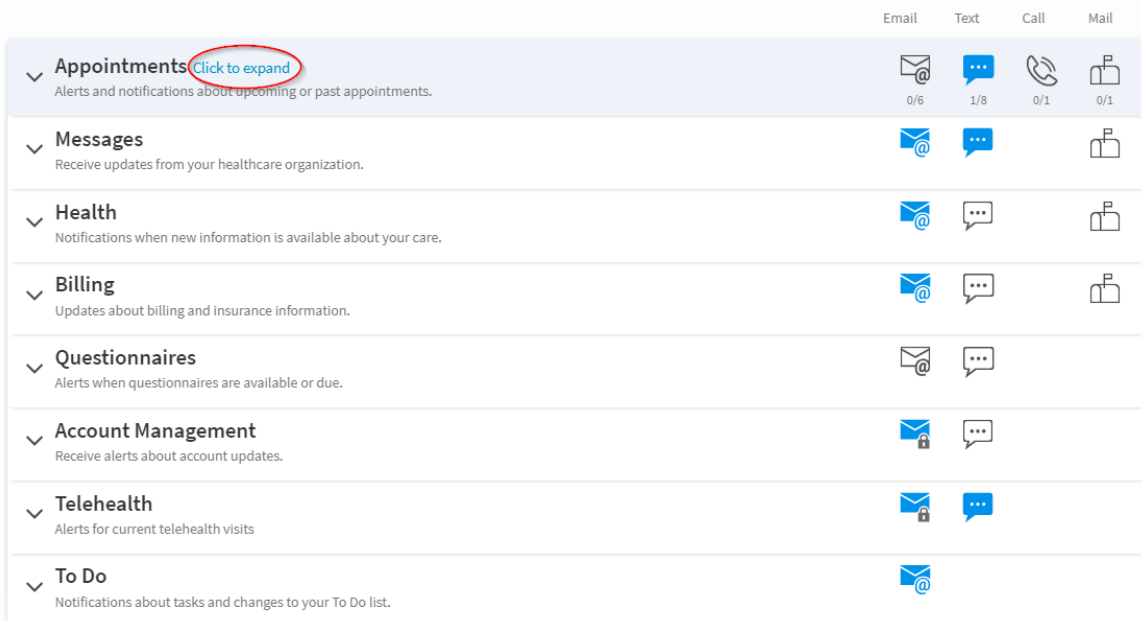
Choose how you would like to receive MyChart notifications. You can manage your settings for push notifications on your mobile device.



4. You can set communication preferences for all of the types of notifications seen below. Clicking the “click to expand” button in each row gives you more options:

### Communication Preferences

Choose how you would like to receive MyChart notifications. You can manage your settings for push notifications on your mobile device.



Continued on next page.

5. **Notification settings for Test Results** can be found under the “Health” section. For Test Results, you have the option to receive a daily summary of notifications. If you do not select this, you will receive test result notifications in real time, once the test result is final.

Health  
Notifications when new information is available about your care.

End-of-Life Planning

Medical Document Request

Prescription ⓘ


Research Study Invitation

Test Result ⓘ

Receive a daily summary between 8-10 AM on a business day

6. **If you want to opt out of all MyChart Text Message notifications** (including appointment reminders, test results, billing reminders and new messages), you can do so by clicking the “opting out of all text notifications” blue text, on the right side of the screen. You will be prompted to confirm you want to block Text Notifications.

**Opt out of text messages**  
Occasionally we may also send you text notifications for other important updates. You can block these by **opting out of all text notifications.**

7. Once you have finished setting your notification preferences, be sure to click , to ensure your preferences are saved.

## Important Considerations

- You can make changes to your notification preferences at any time.
- Leaving both the email and text preference blank (not blue or coloured) will prevent you from receiving any notification for that specific notification type.
- You can also set communication preferences for other patients you may have Full Proxy Access to.